

ZOO CURATOR

DEFINITION: Under general supervision, performs work of moderate difficulty in the supervision and coordination activities of workers engaged in the care and exhibition of birds, reptiles, and animals at the zoo; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Observes and documents animal behavior to detect signs of illness and consults with veterinarian to determine medication and treatment required; inspects cages, grottos, pens for cleanliness, structural defects and initiates corrective procedures; specifies type of animals to exhibit in zoological park, location of exhibit, according to weather, animal behavior, and physical condition; initiates programs for the improvement of the care and conservation of animals; oversees the treatment, preparation of food, feeding of animals; oversees the rehabilitation of orphaned animals.

Directs the operations, plans, and goals in keeping with applicable policies, standards and expectations of zoological park facilities; provides recreation and education opportunities for visitors; coordinates and supervises the work of zoo personnel; hires and terminates staff; conducts employee performance appraisals; provides training and technical assistance to employees, students, and volunteers; supervises and instructs staff on policies, procedures, and safety guidelines.

Prepares and/or supervises the preparation of animal inventory records, prepares and maintains reports and reports including inspections by USDA; assists with budget development; oversees the requisitioning of supplies and other purchases; maintains cultural and spiritual component of zoological park by cooperating with traditional medicine man in their relationship with the animals; may give lectures as required.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of animal behavior, proper care and feeding.
Knowledge of methods and techniques of maintaining wild animals in captivity.
Knowledge of zoo operations and management.
Knowledge of USDA inspections and reporting.
Knowledge of reservation wide wildlife and animal rehabilitation.
Knowledge of budget preparation and management.
Knowledge of supervisory and management skills
Knowledge of proper use of firearms for animal control.
Skill in hiring, training, and supervising other employees.
Skill in providing written/verbal instructions.
Skill in preparing budgets, reports, and ordering supplies and other purchases.
Skill in working and speaking to the public.
Skill in proper techniques for care and feeding of animals.
Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires lifting, unloading, and transporting equipment and supplies up to 100 lbs.; works on ladders, walking, standing, and climbing in adverse weather conditions in an outdoor environment.

THE NAVAJO NATION

Class Code: 3280
Natural Resources and Parks Series
Zoo Group
Overtime Code: Exempt
Pay Grade: 64

ZOO CURATOR

MINIMUM QUALIFICATIONS: A Bachelor's degree in Biology, Zoology, or Botany; and two (2) years experience in animal husbandry; one (1) year of which must have been in a supervisory capacity. Must possess a valid state driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.